

ADMINISTRATIVE - INTERNAL USE ONLY

18 September 1974

MEMORANDUM FOR: Chief, Clerical Staffing Branch
Office of Personnel


SUBJECT : Clerical Requirement - Executive
Registry

1. Your assistance is needed to fill a position in the Executive Registry, Info Ctl Clk, GS-05. The present incumbent of the position will be departing on LWOP in late October. We are, therefore, seeking a candidate to be on board by 14 October.

2. The ideal candidate would be a male (there is a lot of lifting and carrying of heavy packages) who has an ability to type, although he need not be qualified in typing by Agency standards. The person selected will have to meet the "supergrade" clearance standards.

3. In view of the fact that the incumbent will be working in the Office of the Director, we would appreciate the opportunity to review the files on candidates and to conduct interviews prior to making a selection.

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Administrative Officer, DCI

MOR/CDE

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